

Security Quickie 12-19-02: Home for the Holidays

The Holiday Season is here; time to have some fun at work, to eat cookies and pie, and sample all the other goodies of the season.



After our fabulous office parties, many of us will be enjoying time away from work, time with family and friends. When leaving for that happy time, it is important to remember a few things before you abandon the rest of us who are stuck here. These are all things we should normally be doing at the end of each work day, but they are especially important to do when you are going to be gone for an extended time:

- 1) Close all your applications
- 2) Logoff from your account
- 3) Shut off your computer
- 4) Make sure your work area is clear of confidential or sensitive materials
- 5) Lock your desk and cabinets

And finally, have a Happy and Safe Holiday Season!

*Oh! There's no place like home for the holidays,
'Cause no matter how far away you roam,
When you pine for the sunshine of a friendly gaze,
For the holidays you can't beat home sweet home**

**(Home for the Holidays, Robert Allen and Al Stillman, 1954)*